



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

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No. 155-2023/Ext.] CHANDIGARH, TUESDAY, AUGUST 29, 2023 (BHADRA 7, 1945 SAKA)

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### HARYANA GOVERNMENT

SOCIAL JUSTICE, EMPOWERMENT, WELFARE OF SCHEDULED CASTES  
AND BACKWARD CLASSES AND ANTYODAYA (SEWA) DEPARTMENT

#### Notification

The 29th August, 2023

**No. 40/5/2023-1SW.**— The Government has decided to implement the policy on online transfer of Clerks of Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department Haryana. The following points of policy along with Annexure-A, is mentioned as under:-

**1. Vision**

To ensure equitable distribution of employees of Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department Haryana in the cadre of Clerk at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department Haryana.

**2. Definitions**

In this policy, unless the context requires otherwise:

- (i) Policy covers transfer of Clerks (hereinafter called as “Employees”) Social Justice, Empowerment, Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department Haryana.
- (ii) Reference to “he” includes “she” too.
- (iii) Office means Head Office as well as Field Offices/Posting Places.

**3. Main features:**

- (i) Applicable to clerk who has posted 03 years at a station.
- (ii) Clerks of the department are liable to be transferred anywhere in the state at any point of time.
- (iii) This transfer policy shall be applicable for the year 2023-24.
- (iv) The transfer policy will be implemented using online application software with data entered in HRMS.

**4. Time Schedule:**

- (i) Periodicity of the transfers: General transfers will be made only once in a year, as per time schedule as notified by the Government for a given year. However, transfers/postings necessitated by promotions/direct recruitments, or in public interest, can be made anytime. Further, the transfer of

spouses of employees of Departments/ Organizations of Government of Haryana or Government of India can also be made on requests at any time.

- (ii) The following time schedule will be followed, so far as feasible.
- General transfer online will be made only once in a year, However, transfer/posting necessitated by promotion, direct recruitment, posts needed to be filled in public interest, can be made anytime by competent authority.
  - Qualifying date for actual vacancies, deemed vacancies, weightage/merit points' calculation, count of stay shall be 31st March of the calendar year of transfer.
- (iii) Transfer process will start in the month of April and will be completed by as per exigency/convenience of the Department. It will involve following processes:
- Rationalization of posts.
  - Preparation of provisional actual vacancy list and deemedvacancy list.
  - Seeking 'Yes/No' option for transfer from all employees.
  - Notification of list of vacancies to be filled/ blocked.
  - Seeking preferences for choice of stations (Minimum 03).
  - Generation of transfer orders.

Notification of dates for each process will be made by the competent authority.

**“Note:- It may be noted that the above mentioned time schedule will not be applicable in the 1<sup>st</sup> instance for Online transfer drive. However after its successful implementation in the 1<sup>st</sup> instance, the above time schedule will be followed as far as feasible.”**

#### 5. Basic Principles:

The option once availed and confirmed will be final and can be changed only under the provisions of this policy. Any employee can voluntarily participate in transfer drive irrespective of his stay at his current place of posting and transfer will be carried out against actual/deemed vacancies.

#### 6. Merit criteria for allotment of posts:

- Decision of allotment to a vacancy will be based on the total composite score of points earned by an employee, out of **80 points** as described below. The employee earning highest points will be entitled to be transferred against a particular vacancy.
- Age will be the prime factor for deciding the claim of the employees against a vacancy since it will have **weight age of 60 points, out of total 80 points**.
- However, to take care of categories like women, widows, widowers, differently abled persons, employees with serious ailment, and employees performance, a privilege of maximum 20 points can be availed by the employees of these categories (hereinafter to be referred as Special Category). The division of points are given in sub para 6 (iii) (a) and 6 (iii) (b) below:

(a) Age:

SN	Major Factor	Sub-Factor	Max. Points	Criteria for calculation
1	Age (Present date minus date of birth)	Eldest person shall get maximum points	60	Age in number of days ÷ 365 (maximum four decimal points only)

The second set of merit points will come from the special factors enumerated hereinafter

(b)

SN	Major Factor	Sub-factor	Max. points	Explanation
1.	Gender	Female	10	10 points shall be given to female employee.
2.	Special category female employees	Widow/divorced/ separated/ unmarried Female employee more than 40 years of age/wife of serving	10	All female of this category shall be given 10 marks only.

SN	Major Factor	Sub-factor	Max. points	Explanation
		Military personal/Paramilitary personal working outside the State.		
3.	Special category male employee	Widower who has not re-married and has one or more minor children and/or unmarried daughter(s).	5	Eligible widowers shall be given 5 points only
4.	Differently abled employee.	Vision	20	40% to 60% disability = 10 Marks. Above 60% to 80% = 15 Marks Above 80% = 20 Marks.
		Locomotors	20	
		Deaf & Dumb	20	
5.	Diseases of "Debilitating Disorders" i.e. (a) Currently suffering from cancer; or (b) Having undergone by-pass heart surgery; or (c) Kidney transplant; or (d) Currently undergoing dialysis.	Self	10	<b>Certificate in case of Chronic diseases issued by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh or duly constituted Medical Board only, must be uploaded on HRMS and valid up to the cut off/eligibility date declared by the department during timelines of implementation of online transfers. If the relevant chronic disease certificate is not uploaded on HRMS on or before eligibility date which will be declared by department during onlinetransfer process, the case will be rejected and will be considered in general category.</b>
		Spouse/unmarried Children	10	
6.	Differently abled or mentally challenged children	Men/Women having Mentally challenged or 100% differently abled child	10	Men/Women employee having mentally challenged or 100% differently-abled children shall be provided maximum 10 points.
7.	Couple case	Only female	5	Employees' spouses working in State Government, Central Government, PSUs and Boards, Authorities created under acts or rules.
8.	Academic Qualification of child/children of the	(i) If child is studying in class 11th.	2.5	Benefit will be given up to 2 children only.
		(ii) If child is studying in class 12th.	2.5	

SN	Major Factor	Sub-factor	Max. points	Explanation	
	employee(s).				
9.	Negative performance.	Employees awarded with punishment under rule 4B or 4A.	7 (Minus) under 4B and 3.5 (Minus) under 4A	Deduction of points	
				Under rule 4B	Under rule 4A
				1st = 1	1st = 0.5
				2nd = 2	2nd = 1
				3rd = 4	3rd = 2
				4th = 5	4th = 2.5
				5th and above = 7	5th and above = 3.5
				If an employee is punished under rule 4A as well as 4B then deduction on both accounts will be considered up to maximum 10.5 Points.	

- (iv) The employees who are 100 percent blind or having 70 percent or more locomotor disabilities involving both the legs shall be given their choice of posting, if they are willing to participate.
- (v) Marks of the negative performance will be deducted from the maximum of 20. To elaborate, firstly the positive marks will be calculated subject to the maximum of 20 and then the marks for negative performance will be deducted from those maximum of 20 marks.
- (vi) For transfer to be carried out in the year 2023-24, the complete punishment record till 31<sup>st</sup> March, 2023 will be considered. In subsequent years, the marks for negative performance will be considered for those punishments which are awarded in previous financial year.
- (vii) Marks for academic qualification will be given for upcoming academic session that means if transfers are carried out in the academic session considered will be 2023-24.
- (viii) Only notified diseases shall be considered for merit points under the category of "Diseases of Debilitating Disorders".
- (ix) If husband and wife, both are working in same office, the benefit of 10 points under sr. no 6(iii) (b) above can be claimed by only Wife.

#### 7. Definition of vacant posts:

- (i) There will be three types of vacancies as under:
  - (a) **Actual Vacancy:** A post not occupied by any official, a post which will become vacant due to retirement in the current year, promotion, voluntary retirement or otherwise as on date of publication of vacancies as per schedule given in the policy.
  - (b) **Deemed Vacancy:** A post occupied by such official who has given option for transfer from his office under special circumstances/dispensation given in the policy.
- (ii) **Blocked Vacancy:** Some vacancies of all categories of employee may remain unfilled at any given point of time due to shortage of employee in the department. To avoid disproportionate concentration of employees in some offices, the department may block some actual vacant posts to be kept vacant in the transfer drive.
- (iii) **Occupied posts demand vacant:** A post presently occupied by a clerk for a period of three years or more.

#### 8. Procedure to be adopted:

- (i) An employee having 12 months or less in retirement from the qualifying date will not be transferred if they are not willing to participate in transfer drive.
- (ii) An employee will have to give Minimum of 03 places of his choices where he wants to be transferred across the state. He will be free to give preferences in order of his suitability.
- (iii) The option once availed and confirmed by the employee shall be final and cannot be changed for current

transfer drive.

- (iv) Merit criteria for allotment of station will be as per Para 6 above.
- (v) In case of Unmarried female employees upon marriage, married female employee upon divorce or on death of an employees' spouse, the employee has to enter the transfer drive immediately after or within 01 year of the event.
- (vi) Employees taken in a cadre through direct recruitment, promotion and repatriation will be posted as per availability of posting place.
- (vii) All employees voluntarily participating in the transfer drive will be considered for transfer, irrespective of their stay at particular station in the first instance(i.e. transfers to be carried out in 2023-2024) and once transferred he will not be considered for transfer next three years from the date of the issuance of the orders.
- (viii) If an employee does not get his choice of posting, then he will be transferred anywhere in Haryana.
- (ix) Employees declared surplus from a station as part of the rationalization of posts will compulsorily participate in the transfer drive. In case of their non-participation in transfer drive for any reason, their salary from such posts will be stopped and the department will be at liberty to post them at any station across the state in the office/sub-office having high deficiency in that cadre.

**Note: The employees having obtained least marks in the merit list and declared excess/surplus as per rationalization process during transfer drive will be considered for transfer.**

- (x) Administration Branch and all District Welfare officers shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Human Resource Management System (HRMS) in respect of his credentials, otherwise the department shall be at liberty to post him/her anywhere in the State.
- (xi) The transfer exercise will be carried out only through approved web based application.
- (xii) All transfers will be implemented within seven days of their issuance. The treasury offices concerned will not draw the salary of the employees who have not complied with the orders.
- (xiii) This software will be connected to HRMS from where it will know about the misconduct. **Misconduct means** punishment against an employee.
- (xiv) Within 15 days of issuance of orders, the employees aggrieved with the transfer process can represent to the department after joining at new place of posting, on a grievance redressal forum to be provided by the department in this behalf. Their representation will be considered in accordance with the policy and appropriate decision will be conveyed to them as deemed fit.

9. In case Department is facing shortage of staff at any office/HQ or in need of employee(s) due to administrative exigency or shortage/surplus, then department is authorized to take decision at administrative level for transfer/adjustment, the period of three years of service at a particular place will be relaxable in case of rationalization of staff.

9(A). When the Online Transfer Drive is not in process, an employee may submit her/his representation on the basis of following genuine and compelling reasons to their Head of Office:-

- (a) On medical grounds of self or immediate family member (husband/wife/children/ parents) along with a medical report ;or
- (b) On the ground of death of a member of the family ;or
- (c) On the ground that he has less than one year left to attain the date of superannuation.

The Head of office shall forward the representation to the Committee headed by the (a) Deputy Commissioner and comprising of (b) Civil Surgeon and (c) Head of Office at District Level or representative of the concerned Department, to examine the representation.

The Committee, after due scrutiny and giving specific reasons, shall send its recommendation to the concerned Head of Department ,who will further examine the same and send to the Administrative Secretary for approval of the competent authority of the proposal for deputation/ temporary transfer under relaxation clause of the Online Transfer Policy. The appropriate decision taken by the competent authority shall be conveyed to the employee.

#### 10. Power of relaxation

Not with standing anything contained in the policy, the Administrative Secretary, Social Justice, Empowerment,

Welfare of Scheduled Castes and Backward Classes and Antyodaya (SEWA) Department, Haryana with the prior approval of the Hon'ble Chief Minister, Haryana, will be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

**11. Clarification & Implementation**

In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the department will be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

**12. Bar against canvassing**

No employee will canvass for his case except through the grievance redressal mechanism provided for in para 8 (xiv) of the policy. All other individual representations will be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought through the mechanism of para 8.

Chandigarh:  
The 7th August, 2023.

VIJAYENDRA KUMAR,  
Principal Secretary to Government, Haryana,  
Social Justice, Empowerment, Welfare of Scheduled Castes and  
Backward Classes and Antyodaya (SEWA) Department.

## Annexure 'A'

**PERFORMANCE CERTIFICATE**

1. Name of the officer/official .....
2. Gender (Male / Female) .....
3. Present Place of posting .....
4. Home District .....
5. Whether widow/widower, who has  
not married again. ....
6. No. of minor children and unmarried  
daughters. ....
7. Whether differently abled / Mentally  
challenged employee. ....
8. Chronic/debilitating disease of self/  
Children/Spouse. ....
9. Classification of Post, whether  
equivalent to Class III or IV .....
10. Whether facing any charge sheet .....
11. Whether any punishment awarded  
during the last five years under rule 4B or 4A. ....
12. Couple case .....
13. Earning Performance .....
14. Whether children studying in class XI or XII. ....
15. Remarks, if any .....